

Maryland State Board of Elections



Electronic Pollbook Step-by-Step Guide 2016 Presidential Election

FOLLOW THIS GUIDE ON ELECTION DAY

This step-by-step guide provides Election Judges with a quick reference for the most commonly used Election Day procedures for the Electronic Pollbook(EPB).

Updated 8/17/2016

Electronic Pollbook Set-Up Procedure.....	2
Printer Set-Up Procedure.....	5
Electronic Pollbooks Start-Up Procedure.....	8
Network Hub Set-Up Procedure.....	10
<u>Electronic Pollbook Opening Procedure.....</u>	<u>15</u>
<u>Voter Name Search.....</u>	<u>18</u>
<u>Address Search.....</u>	<u>19</u>
<u>Issuing a Standard Ballot.....</u>	<u>20</u>
<u>Voter not Listed in the Precinct Register.....</u>	<u>21</u>
<u>Finding a Polling Place.....</u>	<u>22</u>
<u>Issuing a Provisional Ballot.....</u>	<u>23</u>
<u>Checking Synchronization.....</u>	<u>24</u>
Closing the Electronic Pollbook.....	25
Changing the Printer Paper.....	27
Troubleshooting	28

Electronic Pollbook Opening Procedure

1 ☐ On Election Day

Verify that the Power Strip is plugged into a wall outlet and turned on.

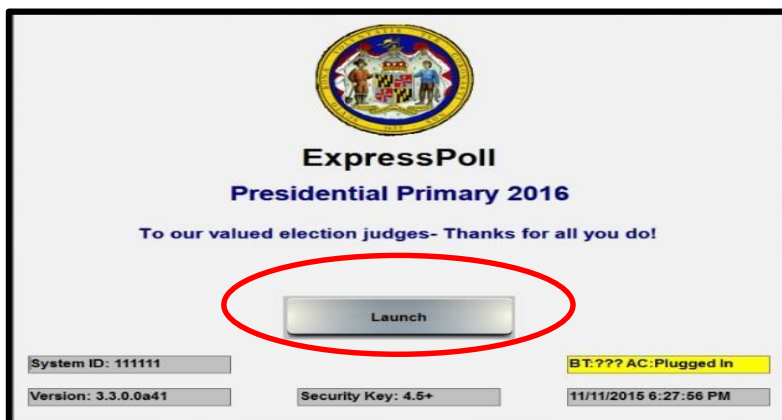
☐ Turn off the Network Hub by disconnecting its power cord.

If there are only **two Pollbooks** in the precinct, **disconnect one end of the LAN cable.**

☐ Obtain *EPB Integrity Report* from a Chief.

☐ Turn on Pollbooks and printers.

☐ "Tap the **Launch Button**"



2

☐ Verify the precinct information displayed when the "Log In" screen appears is correct.

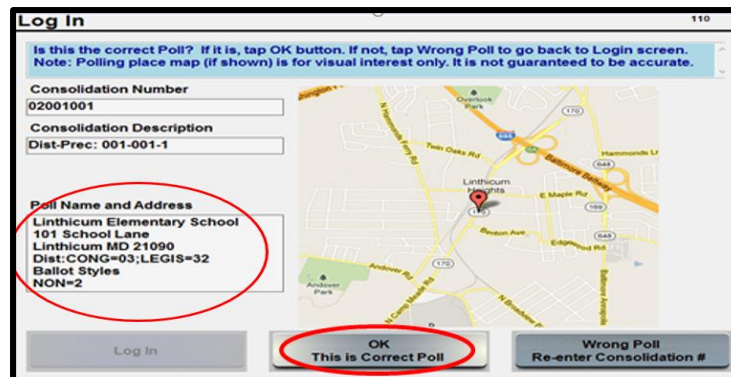
Do not proceed with a Pollbook that does not display the correct information.

If the correct precinct is not shown, notify a Chief immediately.

3

☐ Tap the "OK This is correct poll button"

(If a prompt appears that reads "The printer is not connected or powered up. Check printer power and USB cable connections," ensure your printer is ON and connected to a power source as well as to the Pollbook.)



Electronic Pollbook Opening Procedure

4

- ❑ The Main Screen with Manage Polls tab (upper left tab on the screen) will appear.
- ❑ Verify the “Poll Status” on the right side displays “CLOSED” in a red box.
- ❑ On the left side, the “Statistics” section has three tabs: **Ballots**, **Voters**, and **Same Day Registration (SDR) Counts**.
- ❑ Tap on each tab to verify that Ballots, Voters, and Same Day Registration (SDR) Counts are all zero.
- ❑ Verify that your Voted TOT is zero. If any number is not zero, notify a Chief immediately. Do not proceed with a Pollbook that does not display zero for every Ballots, Voters, or SDR Counts.

Main Screen

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

“Opening” When authorized by Chief Judges, tap “Open the Polls.” Tap “Continue” on the pop-up screen that shows “Print Ballot Counts” and “Print Voter Counts.” Verify that all totals are 0. Tap the “Issue Ballots” tab then “Search Voter Roster” to begin checking-in voters.

“Closing” When authorized by Chief Judges, tap “Step #1-Close the Polls.” Print the

Statistics

Ballots | Voters | SDR Counts

Standard BACs 0

Provisional Voter BACs 0

Standard Ballots 0

Provisional Ballots 0

Consolidation Number 09001001

Poll Status **CLOSED**

Poll Opening Time 7:00AM

Poll Closing Time 8:00PM

of Registered Voters 2601

Bulk Update Date 10/1/2016

Open the Polls

Daily Closing Step #1 Close the Polls

Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In

Voted: TOT

11/18/2015 1:15:54 PM

5

- ❑ Check the date and time displayed in the lower right corner of the Pollbook. If the date is wrong or the time is off by more than 5 minutes. **notify the Chief Judge immediately.**
- ❑ At 6:50 AM, tap the “Open the Polls “button If you receive a message relating to date, time, BULK Update Date, or any error message, notify the Chief Judge immediately.
- ❑ A pop-up window will appear. Make sure “Print Ballot Counts” and “Print Voter Counts” boxes are both checked and tap “Continue”.

Main Screen

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

“Opening” When authorized by Chief Judges, tap “Open the Polls.” Tap “Continue” on the pop-up screen that shows “Print Ballot Counts” and “Print Voter Counts.” Verify that all totals are 0. Tap the “Issue Ballots” tab then “Search Voter Roster” to begin checking-in voters.

“Closing” When authorized by Chief Judges, tap “Step #1-Close the Polls.” Print the

Tap Continue to print reports.

Print Ballot Counts

Print Voter Counts

Continue

Open the Polls

Daily Closing Step #1 Close the Polls

Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In

Voted: TOT 0

11/18/2015 1:19:33 PM

Electronic Pollbook Opening Procedure

- 5** ☐ Both the “Consolidated Voter Counts” and “Consolidated Ballot Counts” reports will print. Verify that all numbers are zero.

A bi-partisan team must sign both reports and attach them to the *Electronic Pollbook Integrity Report*.

- ☐ Reconnect the network hub's power cord.
- ☐ Verify Pollbook networking status: check for blinking up/down arrows on the lower right. Tap the “Issue Ballots” tab

Battery Charge % - Shows “NONE” in red box if battery is missing or disconnected

AC Power Status message shows “Plugged In” when power is connected, “Offline” when power is off.

Precinct Voted Total of voters checked in (including DEM, REP and ALL OTHER parties during the primary election only). Includes voters issued provisional ballots.

Digital Clock shows current date and time. **Note:** If date is wrong or time is more than 10 minutes off, contact a Chief Judge.

Network Icons show status of connectivity with the other pollbooks in the precinct.

- 6** ☐ Tap the “Search Voter Roster” Tab
A key board screen will appear

At 7:00 AM, after the Chief Judge announces that the “polls are now open,” start checking voters in following the **Check-In Job Guide**

Voter Name Search

- 1** Tap the <Issue Ballots> tab at the top of the screen.

- 2** Tap the <Search Voter Roster> button at the bottom left of the screen.

- 3** On the "Find Voters" screen, use the "4 & 3 + DOB" method:
- First 4 letters of LAST NAME
 - First 3 letters of FIRST NAME
 - Month and day of birth if too many voters are found

- 4** More hints for faster voter lookup:

- ✓ If "4 & 3 + DOB" search stops on a shorter name, add another letter.
- ✓ Use only letters A – Z.

For example: Enter "O'Donnell" as "ODON". Enter "El-Amin" as "ELAM"

- ✓ Enter the voter's month & day of birth if too many voters are found.

Note: The Voter's actual registered name (with punctuation) is printed on the VAC.

- 5** To select a name, tap anywhere in that row. Use the scroll bar to scroll through the names, if necessary.

- 6** Follow procedures to verify the voter's information. If correct, see the instructions for **Issuing a Ballot**. If not, <Go Back>.

Voter Address Search

- 1** To search for a voter by address, tap the **<Find by Address>** sub-tab on the “Find Voters” screen.

- 2** Follow instructions for entering voter's address. If voter's street has a direction, type “N” for “North,” “S” for “South,” etc., without a period.

- 3** To narrow the search, enter the voter's house number and zip code.

- 4** Address searches are automatically done in “Search State” mode, so there's no need to “shift gears”

- 5** To select a name, tap anywhere on the line. Press the side arrows to scroll through the names, if necessary.

- 6** If the voter is in the correct precinct, follow regular check-in procedures.
- If the voter is not in the correct precinct, follow Steps 4 and 5 on page 13 for a “Voter Not Listed in Precinct Register.”
- If necessary, tap the **<Find by Name>** sub-tab to return to searching for voters by name.

Issuing a Standard Ballot

- 1** ☐ If the voter's information is correct and the voter is eligible to vote a regular ballot, tap the **<Issue Standard Ballot>** button.

Voter Record

Lincoln
Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

Confirm that this is the correct voter. Check the voter's NAME, ADDRESS, and DOB. If the voter's information is "Confidential", Do NOT ask the voter to state his or her address.
If any voter information is incorrect, give the voter a Voter Update Form.

Precinct: 001-001-1 DOB: 1/1/1918 Status: Active

Registered name: Lincoln, Andrew G. Party: Other Parties

ID Require: Issued: None

Comments: CONG-92; LEGIS-92; COUNCIL-091

Issue Standard Ballot | Issue Provisional Ballot | Go Back

BT 777 AC Online | View: DEM | REP | NON | TOT | 1 | 3/21/2016 5:58:15 PM

- 2** ☐ If this is the first ballot issued, or the pollbook has been restarted, enter your name when prompted

Voter Record

Lincoln
Anytown 12345

Please enter your name

Confirm the voter's information

Judge's Name

Precinct: 001

Registered name: Lincoln, Andrew G.

DOB: 1/1/1918

Status: Active

Party: Other Parties

ID Require: Issued: None

Comments: CONG-92; LEGIS-92; COUNCIL-091

OK | **Cancel**

BT 777 AC Online | View: DEM | REP | NON | TOT | 1 | 3/21/2016 5:58:15 PM

- 3** ☐ Tap the **<Select Paper Ballot>** button.

Select Ballot

Tap "Create ExpressVote Activation Card" to issue a BAC, or tap "Issue Standard Ballot" to issue a paper ballot.

Voter Name: Linc, Abraham Quincy Precinct: 001-001-1

Ballot Party: Republican

Ballot Style: 2

Create ExpressVote Activation Card | **Select Paper Ballot** | **Cancel No Ballot Issued**

BT 777 AC Plugged in | View: TST | 1 | 3/21/2016 5:58:15 PM

- 4** ☐ Follow procedures for issuing the voter a Voter Authority Card (VAC).

VOTER AUTHORITY CARD
Presidential General Election 2012

Linc, Abraham Quincy
Main St APT A, Anytown 12345
DOB: 1/1/1918
ID# 2 Party: Republican
DIST/PREC: 001-001-1, CONG-92; LEGIS-92; COUNCIL-001
PRO Number: 1018707
Ballot Style: 2
Issued: 12/15/2015 09:45:03 Issued By: AS16AIL G
Reason: 0

IMPORTANT
If your address or other information has changed, please request the Voter Update Form from an election Judge.

Please sign in the space below.

Voter Signature
Check-in Judge Initials: _____
Voting Unit Judge Initials: _____ Voting Unit #: _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

- 5** ☐ Voter is marked as "REG Issued" in the roster.

Find Voters

Name	Address	County	DOB	Status	Issued	Party
Linc, Abraham Quincy	Main St APT A, Anytown 12345	Anytown	1/1/1918	Active	REG Issued	REP

Find by Name | Find by Address | Find by ID

Last Name: LINC First Name: Anne Middle Initial: Birth MMDD: Zip Code: Search Precinct/EV Count Search State (add m) Clear ALL Return to Main

BT 777 AC Plugged in | View: TST | 2 | 3/21/2016 5:58:30 PM

- 6** ☐ The program automatically returns to "Find Voters" screen.

Find Voters

Find by Name | Find by Address | Find by ID

Last Name: First Name: Middle Initial: Birth MMDD: Zip Code: Search Precinct/EV Count Search State (add m) Clear ALL Return to Main

BT 777 AC Plugged in | View: TST | 2 | 3/21/2016 5:58:30 PM

Voter Not Listed in Precinct Roster

- 1** ☐ If voter is NOT FOUND, follow the instructions on the screen, then tap the **<Search STATE>** button.

Find Voters

*** Voter NOT FOUND in Precinct ***
 Search the state for this voter:
 1) Make sure that the "A-Z" letters are entered correctly (first 4 letters of last name, first 3 letters of first name)
 2) Enter the MONTH and DAY of the voter's DATE OF BIRTH
 3) Enter Middle Initial
 4) Tap the "Search State" button.
 If voter is still NOT FOUND, try "Find by Address"

Find by Name Find by Address Find by ID

Last Name: L First Name: F Middle Init: M Zip Code: ZIP CODE

SEARCH PRECINCT/COUNTY SEARCH STATE (add m)

Clear ALL Return to Main

- 2** ☐ If there are TOO MANY voters found in the state, follow the instructions on the screen...

Find Voters

--- STATE - TOO MANY VOTERS FOUND ---
 1) Make sure that the "A-Z" letters are entered correctly (first 4 letters of last name, first 3 letters of first name)
 2) Enter the MONTH and DAY of the voter's DATE OF BIRTH and MIDDLE INITIAL (enter space if voter has no middle name)
 3) Enter voter's zip code
 If voter is still NOT FOUND, try "Find by Address"

Find by Name Find by Address Find by ID

Last Name: L First Name: F Middle Init: M Zip Code: ZIP CODE Birth Month: Birth Day: Birth Year: ZIP CODE

SEARCH PRECINCT/COUNTY SEARCH STATE (add m)

Clear ALL Return to Main

- 3** ...and enter the voter's DOB, Middle Initial (space for No Middle Initial) and zip code.

Find Voters

Name	Address	County	DOB	Status	Issued	Party
Lincoln	Main St APT A	Anytown	06/02	Active	None	REP
Abraham Quincy	Anytown 12345	Anytown	1942	Active	None	REP

Find by Name Find by Address Find by ID

Last Name: L First Name: F Middle Init: M Zip Code: ZIP CODE Birth Month: Birth Day: Birth Year: ZIP CODE

SEARCH PRECINCT/COUNTY SEARCH STATE (add m)

Clear ALL Return to Main

- 4** ☐ If you find the voter, tap in the voter's row to open the **"Voter Record"** screen. Tap the **"Precinct Details"** tab...

Voter Record

Lincoln Abraham Quincy 3 Main St Anytown 12345

Voter Details Identification Voter History **Precinct Details**

This voter is not eligible to vote a regular ballot at this location. Tap "Precinct Details" tab at the top of this page to find the voter's correct polling place. Or, tap the "Provisional Ballot" button to issue this voter a provisional ballot.

Precinct: 001-001-1 DOB: 06/02/1942 Status: Active

Registered name: Party/Other Parties: Issued: None

Lincoln, Abraham Quincy ID Required: Issued: None

Comments: Wrong Polling Place - Please see instructions above. CONG-03 LEGIS-02; COUNCIL-001

Request Standard Ballot Request Provisional Ballot Go Back

- 5** ...to find the voter's correct precinct.
 Note: Precinct Information may be printed for the voter.

Voter Record

Lincoln Abraham Quincy 3 Main St Anytown 12345

Voter Details Identification Voter History Precinct Details

Consolidation Number: 00000001
 Consolidation Description: 000-001-1
 Date Rec: 000-001-1

Poll Name and Address: Lincoln Elementary School 101 School Lane Anytown 12345

Print Information Go Back

- 6** ☐ To return directly to the **"Find Voters"** screen, just tap the **<Go Back>** button.

Voter Record

Lincoln Abraham Quincy 3 Main St Anytown 12345


Voter Details Identification Voter History Precinct Details

Consolidation Number: 00000001
 Consolidation Description: 000-001-1
 Date Rec: 000-001-1

Poll Name and Address: Lincoln Elementary School 101 School Lane Anytown 12345

Print Information Go Back

Finding a Polling Place for Voter's Street Address

- 1  Tap the <Return to Main> button from the Find Voters screen: the “Issue Ballots” tab will display.

Update

Main Screen

Manage Polls **Inaug Ballots** Precinct Details Manage System Status

Use only one letter for each prompt (no hyphens, spaces or apostrophes).

--- USF "4 & 5" Ball Fasting Lookup! ---

- 1) Enter the FIRST 4 LETTERS of the LAST NAME.
- 2) Enter the FIRST 3 LETTERS of the FIRST NAME.
- 3) Confirm the voter's DATE OF BIRTH.

If more than 2 voters are found, enter the MONTH and DAY of the voter's DATE OF BIRTH, and MIDDLE INITIAL.

Tap the "Search Voter Reader" button to check in voters.

Search Voter Reader Find Polls

DTTTPAC Online 100% 100% 100% 100% 1:02:28 PM

2 ☐ Tap on the **<Find Polls>** button in the bottom right.

Main Screen

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

Use only letters A-Z for lookups. (No ligatures, spaces or apostrophes).

*** USE 'A & Z' for Postal Lookup ***

- 1) Enter the FIRST 4 LETTERS of the LAST NAME.
- 2) Enter the FIRST 3 LETTERS of the FIRST NAME.
- 3) Confirm the voter's DATE OF BIRTH.

If more than 2 voters are found, enter the MONTH and DAY of the voter's DATE OF BIRTH, and MIDDLE INITIAL.

Tap the "Search Voter Roster" button to check in voters.

Search Voter Roster Find Polls

BT-2019 AC-Online Voter: LAM 2 JUL 8 WORK 0 100 0 JUL2019 2-ND-PR

- 3** ☐ Follow the instructions on the screen: enter the voter's street name, house number, and zip code.

Find the correct Polling Place for a Street Address

Find the polling place for a street address:

- 1) Enter the Street name

Note: if street name has a direction (N, S, E, W, NE, NW, SE, SW) the abbreviated direction **MUST** be included (with no period).
Example: if you lives on South Main Street, enter "S MAIN"
- 2) Enter the House Number

House #

Street Tap here to enter data Apt.

Zip Code

1	2	3	4	5	6	7	8	9	0	.
Q	W	E	R	T	Y	U	I	O	P	-
A	S	D	F	G	H	J	K	L		
Z	X	C	V	B	N	M	space	clear		

Clear

Go Back to Find Voters

BT:???:AC: Plugged In View: TOY 9 1/19/2015 1:36:34 PM

4 ☐ Verify that the voter's address is within the **range** of house numbers shown. Tap anywhere in that row.

Find the correct Polling Place for a Street Address

Precinct	House No.	Apt. No.	Side	Precinct
Main Ave SW Giles Burnie 21061	1 to 320		B	ME-001-1
Main St Prince Frederick 20878	60 to 128		B	ME-004-1
Main St Greenville 21526	60 to 724		B	ME-001-1
Main St Deer Park 21855	60 to 638		B	ME-006-1

24 Streets Found

House #

Street Apt.

Zip Code

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ;

Z X C V B N M space clear

Clear

Go Back to Find Voters

BT 777 AC Plugged in View: 107 11/19/2015 1:20:56 PM

5 ☐ Polling place for the selected range of addresses is shown. Tap the "Print" button if you wish to print this information for the voter.

Google Maps interface showing a map of a residential area. A red circle highlights the 'Details' sidebar on the left. The sidebar contains information about a location: 'Carnegie Museum of Natural History', '1015 Carnegie Museum Road', 'Pittsburgh, PA 15206', and 'Museum of Natural History'. Below this is a 'Print Information' button. The map shows a street grid with a red pin and a yellow line indicating a route. The bottom status bar shows the Google Maps logo, a scale bar, and the time '10:25:12 PM'.

6 ☐ Tap on **<Go Back to Find Voters>** to return to the Main Screen.

Find the correct Polling Place for a Street Address

Street	House No.	Apt. No.	State	Precinct
2000 Frederick 20078	1100	B	MD	002-004-8

1 street found

2000 Frederick
House No. 1
Apt. No. 1100
State MD
Precinct 002-004-8

Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M space clear

Go

Issuing a Provisional Ballot

- 1** ☐ If a voter is not eligible to vote a regular ballot, a provisional ballot may be issued. Tap on the **<Issue Provisional Ballot>** button.

Voter Record

Harrison, William Henry 9 Ballot #: 000012345

Voter Details Identifications Voter History Precinct Details

This voter has been issued an absentee ballot. If the voter wants to cast a ballot now, he or she must vote by provisional ballot.

Enter "4" on the "Cause Provisional Reason" screen.

Precinct: 001-001-1 DOB: 01/01/1915 Status: Active

Registered Name: Party/Last Name: Issued: None

Comments: CONGRESS, LEGISLATIVE, COUNCIL, 001

Issue Provisional Ballot Go Back

- 2** ☐ Select the voter's correct precinct (if necessary) and desired ballot party (for primary elections).

Select Ballot

Verify voter's Precinct. Select the appropriate reason code from the drop down. Then tap "Issue Provisional".

Verify Voter's Precinct: 001-001-1 Select PARTY: Non-Partisan

001-002-1 Democratic

001-003-1 Republican

001-004-1

Voter Name: Harrison, William Henry Precinct: 001-001-1

Select Ballot Reason: Click dropdown to select reason

Issue Provisional Ballot Cancel No Ballot Issued

- 3** ☐ Using the table below, find the number code for the reason a provisional ballot is being issued

1	Not listed on the precinct register
2	Listed but indicated a change of address
3	Listed but claims a different party affiliation (primary election only)
4	Listed as "ABS Issued," "REG Issued," or "PROV."
5	Listed as "Show ID" and unable to provide sufficient ID
6	Listed as "Pend1" ("Show ID" on Voter Details screen)
7	Listed as "Pend2" ("Need DL#/SSN#" on Voter Details screen)
8	Challenged by a poll watcher & could not provide acceptable ID
9	Other (please tell Chief Judge the reason)
10	Voting during extended voting hours

- 4** ☐ Using the drop down menu, select the number code and the reason a provisional ballot is being issued, from the table.

Select Ballot

Verify voter's Precinct. Select the appropriate reason code from the drop down. Then tap "Issue Provisional".

Verify Voter's Precinct: 001-001-1 Select PARTY: Non-Partisan

001-002-1 Democratic

001-003-1 Republican

001-004-1

Voter Name: Harrison, William Henry Precinct: 001-001-1

Select Ballot Reason: **4 - Listed as "ABS Issued," "REG Issued," "PROV." or "Voted Early"**

Issue Provisional Ballot Cancel No Ballot Issued

- 5** ☐ Tap the **<Issue...>** button. Voter is now marked as "PROV" in roster, and program returns to **"Find Voters"**

Select Ballot

Verify voter's Precinct. Select the appropriate reason code from the drop down. Then tap "Issue Provisional".

Verify Voter's Precinct: 001-001-1 Select PARTY: Non-Partisan

001-002-1 Democratic

001-003-1 Republican

001-004-1

Voter Name: Harrison, William Henry Precinct: 001-001-1

Select Ballot Reason: 4 - Listed as "ABS Issued," "REG Issued," "PROV." or "Voted Early"

Issue Provisional Ballot Cancel No Ballot Issued

- 6** ☐ The Voter Authority Card will print. Initial it and have the voter review and sign it.

VOTER AUTHORITY CARD
 GUBERNATORIAL PRIMARY 2010 - TESTING

Reason Code: 2

DAVINCI, LEONARDO A.
 13470 Harrison Landing Rd., Springfield 21000
 DOB: 11/01/1941
 ID#: 3782270 Party: UNA/OTH

Assigned Dist/Prec: 005-001, Cong=01/Legis=38A EPB Number: 999

Ballot Issued Dist/Prec: 005-001
 Ballot Style: 11 Issued: 04/06/2010 11:56:04

Please sign in the space below.

Voter Signature: _____

Check-in Judge Initials: _____

Provisional Judge Initials: _____

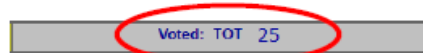
DO NOT REMOVE THIS CARD FROM THE POLLING PLACE

Checking Synchronization

- 1** ☐ Check the voted totals at the bottom of the screen against the other pollbook(s) in the precinct: all totals should match.



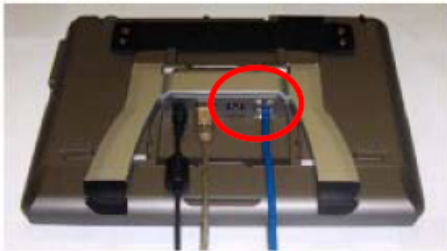
- 2** ☐ If voted totals do not match, this indicates a break in synchronization.



- 3** ☐ Synchronization should be verified periodically during the election by comparing "Voted" Totals at the bottom of the screen for all networked pollbooks.

Note: There may be brief periods of small differences in the totals. This is normal and will reconcile automatically.

- 4** ☐ If there is a break in synchronization for more than 5 minutes, Check the cable connection to the back of each EPB. If cable locking tab is broken, cable should be replaced.



- 5** ☐ Check the connection to the hub, if a hub is used.
☐ Check the power connections to each piece of equipment.



- 6** ☐ If the synchronization is not established after checking each connection, call for a chief judge who will seek technical assistance.